

RULES FOR LOUISIANA DISTRICT COURTS

TITLES I, II, III, IV, V, and VI

Sixth Judicial District Court

Parishes of East Carroll, Madison and Tensas

Title - I Chapter Title - Dates of Court

Chapter - 2 None.

Rule - 2.0

Appendix - 2.0

Local Holidays in
Addition to Legal
Holidays
Listed in La. R.S. 1:55
See 2004 Amendment to
La. R.S. 1:55(E)(1)(b)
which, by reference to
La. R.S. 1:55(B)(1)(a),
adds Mardi Gras Day and
General Election Day as
legal holidays.

Title - I Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules

Chapter - 3 Judges are elected to Division A and Division B

Rule - 3.1

Appendix - 3.1

Divisions or Sections of
Court

Title - I Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules

Chapter - 3

Rule - 3.2

Appendix - 3.2

Duty Judges

Title - I Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules

Chapter - 3

Rule - 3.4

Appendix - 3.4

Court-Specific Rules
Concerning Judges' Use
of Electronic Signatures

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	
Rule - 3.5	
Appendix - 3.5	
Court-Specific Rules Concerning Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission	

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	
Rule - 3.6	
Appendix - 3.6	
Court-Specific Rules Concerning Recording of Protected Persons Pursuant to La. R.S. 15:440.2	

Title - I	Chapter Title - Court Personnel
Chapter - 4	Sandra Bishop Court Administrator 6th Judicial District Court P. O. Box 1271 Tallulah, LA 71284-1271 Telephone: (318) 574-2635 Facsimile: (318) 574-0534 E-Mail: sandra6jdc@bellsouth.net
Rule - 4.1	
Appendix - 4.1	
Judicial Administrators and Clerks of Court	Hon. Beatrice Allen Carter Clerk of Court Parish of East Carroll 400 First Street, Suite 3 Lake Providence, LA 71254 Telephone: (318) 559-2399 Facsimile: (318) 559-0037 E-Mail: eastcarrollparis@bellsouth.net
	Hon. Marion Hopkins Clerk of Court Parish of Madison P.O. Box 1710 Tallulah, LA 71282 Telephone: (318) 574-0655 Facsimile: (318) 574-3961 E-Mail: mpcofc@bellsouth.net

Hon. Ernest L. Sikes
Clerk of Court
Parish of Tensas
P. O. Box 78
St. Joseph, LA 71366
Telephone: (318) 766-3921
Facsimile: (318) 766-3926
E-Mail: tensasclerk@bellsouth.net

Title - I	Chapter Title - Courtroom Use, Accessibility and Security
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Chapter - 5

Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF
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Appendix - 5.1A

Americans with
Disabilities Form

Title - I	Chapter Title - Courtroom Use, Accessibility and Security
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Chapter - 5

Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF
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Appendix - 5.1B

Request for Interpreter
and Order

Title - I	Chapter Title - Courtroom Use, Accessibility and Security
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Chapter - 5

Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF
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Appendix - 5.1C

Interpreter's Oath

Title - I	Chapter Title - Indigents and In Forma Pauperis
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Chapter - 8

Rule - 8.0	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF
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Appendix - 8.0

In Forma Pauperis
Affidavit

Title - II	Chapter Title - Procedure
Chapter - 9	Cases are assigned to a division by the Judicial Administrator with odd numbered cases falling in Division A and even numbered cases falling in Division B. The court en banc may reassign cases to another division.
Rule - 9.3	
Appendix - 9.3	Defaults and routine matters may be taken up in either division regardless of assignment.
Allotments: Signing of Pleadings in Allotted and Non-Allotted Cases	
Title - II	Chapter Title - Procedure
Chapter - 9	None.
Rule - 9.4	
Appendix - 9.4	
Presentation of Pleadings to the Court and Filing with the Clerk of Court	
Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.6	http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf
Appendix - 9.6	
Louisiana Civil Case Reporting	
Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.12	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12A.pdf
Appendix - 9.12A	
Notice of Limited Appearance – Family Law Cases	
Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.12	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12B.pdf
Appendix - 9.12B	
Notice of Limited	

Title - II

Chapter Title - Procedure

Chapter - 9

Rule - 9.14

Appendix - 9.14

Fixing for Trial or
Hearing; Scheduling
Orders; Contact with
Jurors

1. Civil cases may be fixed for trial by written motion and order made in open court during any motion hour. Printed forms, "docket slips" shall be provided by the Clerk and are required for all fixings. The attorney moving for fixing shall be responsible for the execution of the printed form and filing the same with the Clerk of the parish where the case is to be tried.

2. Exceptions, motions, rules and trials in either division may also be fixed for hearing by the Judicial Administrator, Madison Parish Courthouse, 100 N. Cedar Street, Tallulah, LA 71282 at the written request of party. The attorney moving for the fixing shall execute and file the written "docket slip" form with the Clerk of Court of the parish where the case is to be tried, who shall then forward same to the Administrator if the attorney has not previously obtained a fixing date from the Administrator.

**PRE TRIAL CONFERENCES CIVIL CASES; PRE TRIAL
STATEMENTS; PRE TRIAL MEMORANDA**

A. Unless dispensed with by the court in advance, all parties in all contested civil cases tried by a jury shall submit to the court a pre trial statement setting out:

1. A brief but comprehensive statement of the contentions of each party.
2. A brief list of facts which have been admitted by the pleadings or to which the parties will stipulate.
3. A brief summary of contested facts.
4. A brief summary of contested issues of law.
5. A brief summary of any unusual evidentiary problems or rulings anticipated by any party.
6. A schedule of exhibits including a list and brief description of the exhibits to be offered by all parties and a statement as to whether the parties will stipulate to the authenticity of the exhibits or whether other issues of admissibility will be contested.
7. A list of witnesses (except those to be called for impeachment or rebuttal) including names and addresses, which each party may call, together with a brief summary of the anticipated nature, but not as to the content, of the testimony of each witness.
8. A statement as to whether amendments to the pleadings are anticipated, together with an explanation as to the necessity and the anticipated date of filing each such amended pleading.
9. A certification that settlement possibilities have been seriously explored and the status of settlement negotiations.
10. A list of proposed jury instructions.

In addition to the pre trial statement, each party shall file a memorandum of law containing a brief statement of those points of law relied upon by the respective parties, including substantive, evidentiary, or procedural law. This memorandum of law should include specific citations of authorities and support for each point upon which the party intends to rely at trial. Quantum citations should be included, if applicable.

B. In cases in which a pre trial conference will be held, the pre trial statements shall be served on the court and all parties at least ten working days prior to the date set for the pre trial conference unless otherwise ordered by the court. In cases in which no pre trial conference will be held, the pre trial statements shall be served upon the court and upon all parties at least ten business days prior to the trial.

The combined pre trial statements submitted by all parties, together with additions, instructions, or comments by the trial judge will be filed as a pre trial order and will thereafter control the trial. No deviations as to issues or witnesses will be allowed at the trial except by special order of the judge after good cause is shown. Pre trial conferences shall be attended by the counsel who will be present during and actively involved in the trial of the case. Each attorney attending the pre trial conference shall bring with him a list of all previously fixed trials and other commitments for the next sixty days, for the purpose of setting a trial date. At the conclusion of the conference, the judge will fix the date for the trial of the case.

C. Failure to comply with this rule in any regard by a party or his attorney will subject these attorneys to the disciplinary and contempt powers of the Court. Except for good cause shown, no other witnesses may be called to testify nor any other documents or exhibits presented at trial except for those witnesses and those items of documentary evidence set forth in the respective pre trial statements.

D. Unless dispensed with by the court in advance, all parties in all contested civil cases tried by the court shall submit to the court a pre trial memorandum not later than ten (10) working days prior to trial. Failure to timely file briefs shall deprive that party of any right to oral argument.

The original copy of the memorandum shall be filed with the Clerk of Court in the parish where the action is pending. A courtesy copy shall be mailed to the presiding judge at that judge's office address.

The memorandum shall contain:

1. A statement of facts the attorney thinks the evidence will show.
2. In the event the attorney believes the facts will be controverted, a statement as to the controverted issues of fact.
3. A brief statement as to contested issues of law, and case citations for those matters which the attorney believes support his/her position in the matter.
4. Citation of any other applicable cases which the attorney wishes to call to the court's attention.

Title - III**Chapter Title - Allotment of Cases****Chapter - 14****Allotment of Criminal Cases****Rule - 14.0**

All criminal cases, including misdemeanors, traffic offenses and wildlife violations shall be allotted to Division A or B according to the date the offense charged is alleged to have been committed. Offenses alleged to have been committed in January, March, May, July, September and November of each year shall be assigned to Division A. Offenses alleged to have been committed in February, April, June, August, October and December of each year shall be assigned to Division B. The Clerk of Court shall make the allotment immediately upon the filing of the bill of indictment or information.

Appendix - 14.0A

System of Random
Allotment of Criminal
Cases (Other than
Traffic, Wildlife, and
Appeals from Lower
Courts)

If the date of the offense is not precisely determinable or if a crime or crimes are alleged to have been committed on multiple dates the earliest date alleged or estimated in the charging instrument shall govern allotment.

If a defendant has a felony case pending and previously allotted, any new felony charge for that defendant shall be allotted to the division to which the pending felony was allotted, all in accordance with Rule 14.1 of the Rules for Criminal Court Proceedings in District Courts.

Criminal cases pending on the effective date of this rule (January 1, 2010) shall remain allotted to either Division A or Division B in accordance with the former rule, i.e. odd numbered cases to Division A and even numbered cases to Division B, provided, however that multiple cases against one defendant shall be allocated according to the first docket number and cases with multiple co-defendants shall be allocated to the same division in accordance with the first docket number of the first charged co-defendant.

Any criminal case that has been allotted may be transferred as provided in Rule 14.3 of the Rules for Criminal Proceedings in District Courts.

Arraignments and preliminary motions, including motions for bail and preliminary examinations may be held in either division, regardless of allotment.

Title - III**Chapter Title - Allotment of Cases****Chapter - 14**

See Appendix 14.0A.

Rule - 14.0**Appendix - 14.0B**

Random Allotment
Traffic Offenses,
Wildlife Offenses, and
Appeals from Courts of

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	Adopts Rule 14.1.
Rule - 14.1	
Appendix - 14.1	
Allotment - Defendant with More than One Felony Case	
Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	A pre-trial conference or status conference in criminal cases may be requested by counsel for either party by written request to the Judicial Administrator or presiding judge.
Rule - 15.0	
Appendix - 15.0	All criminal cases must be filed with the Clerk of Court at least two days before being taken up in court. The court may waive this rule in its discretion, but all (civil and criminal) must have a docket number before being taken up in court.
Assignment of Cases, Filing of Motions, Pre- Trial and Status Conferences	
Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	The appearance of arrested persons pursuant to C.Cr.P. Art. 230.1 may be made in person, by telephone or by audio-video electronic equipment, at the discretion of the presiding judge.
Rule - 15.1	
Appendix - 15.1	When an appearance is by telephone or audio-video electronic equipment the custodian of the prisoner shall make notation on a form approved by the court of the date and time of the appearance, the division of the court before whom the appearance is made and the name of the officer or deputy of the custodian verifying the conversation. In the event the court makes an initial determination that the defendant is indigent the court shall appoint the Office of Public Defender to represent the defendant. The original of the appearance/appointment form shall be delivered by the custodian to the Clerk of Court for filing in the record and notation in the minutes of court. A true copy shall be provided by the Clerk of Court to the District Attorney and to the Office of Public Defender. The appointing judge shall provide a Notice of Appointment of Counsel by facsimile to the Office of District Public Defender immediately after making the appointment.
Appointment of Counsel	
Amended April 20, 2010, effective June 1, 2010.	
Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	None.
Rule - 15.2	
Appendix - 15.2	
Alternative Method of Service on District Attorney	

Title - III	Chapter Title - Arraignment and Pleas
Chapter - 18	
Rule - 18.0	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF
Appendix - 18.0	
Waiver of Formal Arraignment and Pleas	
Title - III	Chapter Title - Simultaneous Peremptory Challenges
Chapter - 19	Pursuant to Code of Criminal Procedure Article 788, the court adopts this rule to provide for a system of simultaneous exercise of peremptory challenges. At the conclusion of the examination of prospective jurors as provided in Article 786, those prospective jurors who have not been excused pursuant to a challenge for cause shall be tendered to the state and the defendant(s) for simultaneous exercise of peremptory challenge in writing in a manner to be determined by the court.
Rule - 19.0	
Appendix - 19.0	
Simultaneous Peremptory Challenges	
Title - IV	Chapter Title - Application of Rules
Chapter - 22	
Rule - 22.0	
Appendix - 22.0	
Courts That Have Created Specialized Divisions or Sections of Court That Handle Family Law Proceedings	
Title - IV	Chapter Title - Notice and Exchange of Information
Chapter - 23	
Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0A.pdf
Appendix - 23.0A	
Courts Requiring the Pre- Hearing Filing, Exchange, or Submission of a Family Law Affidavit and/or Joint Custody Implementation Plan; Courts That May Issue Pre-Hearing Orders	

Title - IV	Chapter Title - Notice and Exchange of Information
Chapter - 23	
Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0B.pdf
Appendix - 23.0B	
Family Law Affidavit (form)	

Title - IV	Chapter Title - Notice and Exchange of Information
Chapter - 23	
Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0C.pdf
Appendix - 23.0C	
Hearing Information Order (form)	

Title - IV	Chapter Title - Notice and Exchange of Information
Chapter - 23	
Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0D.pdf
Appendix - 23.0D	
Hearing Officer Conference and Information Order (form)	

Title - IV	Chapter Title - Notice and Exchange of Information
Chapter - 23	
Rule - 23.0	
Appendix - 23.0E	
Courts That Require Use of a Specific Hearing Information Order or Hearing Officer Conference and Information Order	

Title - IV	Chapter Title - Notice and Exchange of Information
Chapter - 23	
Rule - 23.0	
Appendix - 23.0F	

Court-Specific Rules
Concerning Arrearages

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.1

Appendix - 23.1

Court-Specific Rules
Concerning Pre-Trial
Orders in Non-
Community Property
Cases

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.0

Appendix - 24.0

Court-Specific Rules
Concerning Form of
Pleadings and Caption
Requirements in Family
Law Proceedings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.1

Appendix - 24.1

Court-Specific Rules
Concerning Prior or
Multiple Filing of
Pleadings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.2

Appendix - 24.2

Court-Specific Rules
Concerning Allotment of
Cases

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.3	
Appendix - 24.3	
Court-Specific Rules Concerning Walk- Through of Pleadings	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.4	
Appendix - 24.4	
Court-Specific Rules Concerning Appointment of Attorneys To Represent Absentee Defendants	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.5	
Appendix - 24.5	
Court-Specific Rules Concerning Extensions of Time To Plead in Family Law Proceedings	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.6	
Appendix - 24.6	
Court-Specific Rules Restricting the Preparation of Answers or Other Pleadings; Procedure When a Self- Represented Party Has Filed an Answer	

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.7

Appendix - 24.7A

Court-Specific Rules Concerning Scheduling Hearings and Trials
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Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.7

Appendix - 24.7B

Court-Specific Rules Concerning Order of Business

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.8

Appendix - 24.8A

Court-Specific Rules Concerning Continuances in Family Law Proceedings

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.8	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf
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Appendix - 24.8B

Uncontested Motion To Continue (form)
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Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.8	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf
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Appendix - 24.8C

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.9

Appendix - 24.9

Court-Specific Rules
Concerning Discovery

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.10

Appendix - 24.10

Court-Specific Rules
Concerning Setting of
Pre-Trial Conferences

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.11

Appendix - 24.11

Court-Specific Rules
Concerning Hearings in
Chambers in Family Law
Proceedings Pursuant to
La. R.S. 9:302

- A. In addition to any hearing otherwise authorized by law to be held in chambers, the court, at its discretion may, with mutual consent of the parties, hold hearings in divorce proceedings in chambers. Such hearings shall include contested and uncontested proceedings and rules for spousal support, child support, visitation, injunctions, or other matters provisional and incidental to separation and divorce proceedings.
- B. A motion for hearing in chambers pursuant to this Rule may be made by either party or upon the court’s own motion.
- C. Except for being closed to the public, the hearings held in chambers pursuant to this Rule shall be conducted in the same manner as if taking place in open court. The minute clerk and court reporter shall be present if necessary to perform the duties provided by law.

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.12

Appendix - 24.12

Court-Specific Rules
Concerning the Presence
of Children in the
Courtroom and/or
Hearing Officer

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.13

Appendix - 24.13

Court-Specific Rules
Concerning Mental
Health Evaluations in
Family Law Proceedings

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.14

Appendix - 24.14

Court-Specific Rules
Concerning Proof of
Uncontested Paternity by
Affidavit Pursuant to La.
R.S. 9:572

Title - IV	Chapter Title - Judgments and Stipulations
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Chapter - 25

Rule - 25.0

Appendix - 25.0

Court-Specific Rules on
Preparation and
Submission of Judgments
in Family Law
Proceedings

Title - IV	Chapter Title - Judgments and Stipulations
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Chapter - 25

Rule - 25.1

Appendix - 25.1

Court-Specific Rules on
Income Assignment
Orders

Title - IV	Chapter Title - Domestic Violence Protective Orders
Chapter - 26	
Rule - 26.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0A.pdf
Appendix - 26.0A	
Louisiana Protective Order Registry Index of Uniform Abuse Preventive Order Forms (Forms 1 through 23 Mandated by La. R.S. 46:2136.2(C))	

Title - IV	Chapter Title - Domestic Violence Protective Orders
Chapter - 26	
Rule - 26.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0B.pdf
Appendix - 26.0B	
Louisiana Protective Order Registry Courtesy Forms Index: Instructions, Petitions, Supplemental Forms, etc.	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
Chapter - 27	
Rule - 27.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.0A.pdf
Appendix - 27.0A	
La. C.C. art. 102 Divorce Checklist (form)	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
Chapter - 27	
Rule - 27.0	
Appendix - 27.0B	
Courts That Require the Filing of a La. C.C. art. 102 Divorce Checklist, the Entire Record, and/or Other Documentation in a La. C.C. art. 102 Divorce	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
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Chapter - 27

Rule - 27.0

Appendix - 27.0C

Court-Specific Rules Concerning Allowance of Divorce by Affidavit in a La. C.C. art. 102 Divorce
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Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
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Chapter - 27

Rule - 27.1	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1A.pdf
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Appendix - 27.1A

Waiver of Service and Citation of an Original Petition in a La. C.C. art. 102 Divorce Proceeding (form)

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
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Chapter - 27

Rule - 27.1	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1B.pdf
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Appendix - 27.1B

Waiver of Service and Citation of Rule To Show Cause in a La. C.C. art. 102 Divorce (form)
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Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
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Chapter - 27

Rule - 27.1

Appendix - 27.1C

Courts That Require Use of a Specific Waiver of Service and Citation Form in a La. C.C. art. 102 Divorce
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Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.0	
Appendix - 28.0	
Court-Specific Rules Concerning Default Judgments	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.1	
Appendix - 28.1A	
Court-Specific Rules Concerning Allowance of Divorce by Affidavit in a La. C.C. art. 103 Divorce Under La. Code Civ. Proc. art. 1702(E)	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.1	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.1B.pdf
Appendix - 28.1B	
La. C.C.P. art. 1702(E) Divorce Checklist (form)	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.1	
Appendix - 28.1C	
Courts That Require the Filing of a La. C.C.P. art. 1702(E) Divorce Checklist	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
Chapter - 28	
Rule - 28.2	

Appendix - 28.2A

Courts That Require the
Filing of a La. C.C.P. art.
969(B) Divorce
Checklist

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.2B.pdf
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Appendix - 28.2B

La. C.C.P. art. 969(B)
Divorce Checklist (form)

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.3	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.3A.pdf
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Appendix - 28.3A

Acceptance of Waiver
and Waiver of Service
and Citation and Delays
in a La. C.C. art. 103
Divorce (form)

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.3

Appendix - 28.3B

Courts That Require a
Specific Form for Waiver
of Service and Citation in
a La. C.C. art. 103
Divorce

Title - IV	Chapter Title - Custody and Visitation Orders
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Chapter - 29

Rule - 29.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0A.pdf
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Appendix - 29.0A

Application for Ex Parte
Temporary Custody
Order – Affidavit of

Title - IV	Chapter Title - Custody and Visitation Orders
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Chapter - 29

Rule - 29.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0B.pdf
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Appendix - 29.0B

Application for Ex Parte
Temporary Custody
Order –Certification by
Applicant’s Attorney in
Compliance with La.
C.C.P. art. 3945(B)
(form)

Title - IV	Chapter Title - Custody and Visitation Orders
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Chapter - 29

Rule - 29.0	All petitions seeking an ex parte order for provisional custody of children shall be accompanied by a separate affidavit of the party seeking provisional custody (similar to the forms in Appendices 29.0A and 29.0B), setting forth all the facts surrounding when, where, how, and under what circumstances the child or children have been in the petitioner's physical custody and the reasons why the petitioner is requesting an ex parte order for provisional custody.
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Appendix - 29.0C

Court-Specific Rules
Concerning Ex Parte
Custody Orders

Title - IV	Chapter Title - Custody and Visitation Orders
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Chapter - 29

Rule - 29.1

Appendix - 29.1

Court-Specific Rules
Concerning Temporary
Custody Orders

Title - IV	Chapter Title - Custody and Visitation Orders
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Chapter - 29

Rule - 29.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf
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Appendix - 29.2A

Joint Custody Plan (With
Domiciliary Parent)
(form)

<p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.2</p> <p>Appendix - 29.2B</p> <p>Joint Custody Plan (Without Domiciliary Parent) (form)</p>	<p>Chapter Title - Custody and Visitation Orders</p> <p>http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf</p>
<p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.3</p> <p>Appendix - 29.3</p> <p>Court-Specific Rules Concerning Parenting Classes</p>	<p>Chapter Title - Custody and Visitation Orders</p>
<p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.4</p> <p>Appendix - 29.4</p> <p>Court-Specific Rules Concerning Mediation</p>	<p>Chapter Title - Custody and Visitation Orders</p>
<p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.5</p> <p>Appendix - 29.5</p> <p>Form Letter To Register a Foreign or Out-of-State Custody Order (form)</p>	<p>Chapter Title - Custody and Visitation Orders</p> <p>http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.5.pdf</p>
<p>Title - IV</p> <p>Chapter - 29</p> <p>Rule - 29.6</p> <p>Appendix - 29.6</p> <p>Court-Specific Rules</p>	<p>Chapter Title - Custody and Visitation Orders</p>

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf
Appendix - 30.0A	
Sworn Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf
Appendix - 30.0B	
Sample, Completed Sworn Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0C.pdf
Appendix - 30.0C	
Joint Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf
Appendix - 30.0D	
Sample, Completed Joint Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	

Rule - 30.0

Appendix - 30.0E

Court-Specific Rules
Concerning Detailed
Descriptive Lists

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.1

Appendix - 30.1

Court-Specific Rules
Concerning Appointed
Special Masters and
Experts

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.2

Appendix - 30.2

Court-Specific Rules
Concerning Partition of
Community Property

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.0

Appendix - 31.0

Court-Specific Rules
Concerning Use of
Electronic and Recording
Devices

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.1

Appendix - 31.1

Court-Specific Rules
Concerning Oral
Arguments

Title - IV	Chapter Title - Other Rules
Chapter - 31	
Rule - 31.2	
Appendix - 31.2	
Court-Specific Rules Concerning Enrollment and Withdrawal of Counsel	

Title - IV	Chapter Title - Other Rules
Chapter - 31	
Rule - 31.3	
Appendix - 31.3	
Court-Specific Rules Concerning Collaborative Divorce Procedures	

Title - IV	Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings
Chapter - 32	
Rule - 32.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf
Appendix - 32.0A	
Courts Authorizing and Directing Court- Appointed Hearing Officers, Commissioners, and/or Magistrates Pursuant To La. R.S. 46:236.5	

Title - IV	Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings
Chapter - 32	USE OF HEARING OFFICERS
Rule - 32.0	A. Pursuant to LSA-R.S. 46:236.5 and applicable articles of the Louisiana Children’s Code, this Court hereby implements an expedited process for the establishment, modification and enforcement of support obligations by authorizing and directing one or more Hearing Officers appointed by the Court en banc, to hear support and support related matters, including contested and uncontested paternity cases, and to hire and employ any and all such other personnel deemed necessary to implement this procedure; all of whom shall serve at the pleasure of the Court.
Appendix - 32.0B	
Court-Specific Rules on Hearing Officers and Domestic Commissioners	
Amended effective October 1, 2023.	B. Such Hearing Officer(s) shall have authority to perform and shall perform any and all duties assigned to him, or her, or them by a judge designated by the Court which are consistent with LSA-R.S. 46:236.5 as they presently exist, or as they may be, from time to time, supplemented or amended

in the future.

C. The Court shall hold a hearing on a matter that has been the subject of a Hearing Officer's hearing upon the filing of a motion by either party. Such motion shall be filed within three (3) days from the date of the hearing. If no request for a hearing before a judge is filed, an order shall be signed by the Judge which shall be a final judgment and be appealable to the appropriate court of appeal.

D. The Court shall fix the salaries of the Hearing Officer(s) and any such other personnel hired and employed to implement this procedure.

TITLE IV-D CASES

A. In all Title IV-D AFDC (Social Security Act) cases presently pending and arising in the future, each support payment, including existing arrearages and future arrearages, as well as ongoing support payments, a fee of five percent (5%) is assessed. All payors shall make any and all payments for support, including the five percent (5%) amount, to the "6th JDC SE Fund". Such payments shall be made only by money order or certified check and shall be either delivered directly to the Court Administrator's Office at the Courthouse in Tallulah, Louisiana or mailed to "6th JDC SE Fund", Post Office Box 1271, Tallulah, Louisiana 71284-1271.

B. In all Title IV-D non-AFDC (Social Security Act) cases, the Court hereby assesses a fee of five percent (5%) on all support obligations made executory on or after January 1, 1991, as a result of a hearing on a rule to enforce support. Such fee, together with any amount ordered to be paid toward arrearages, shall be paid only by a money order or certified check made payable to the "6th JDC SE Fund," and shall be either hand delivered to the Court Administrator at the Madison Parish Courthouse, Tallulah, Louisiana, or mailed to "6th JDC SE Fund", Post Office Box 1271, Tallulah, Louisiana 71284-1271.

DOMESTIC ABUSE PETITIONS, TEMPORARY RESTRAINING ORDERS, PROTECTIVE ORDERS AND USE OF HEARING OFFICERS

1. Pursuant to LSA R.S. 46:2135 and R.S. 46:236.5, Title 9 of the Louisiana Children's Code and the Louisiana Code of Civil Procedure, the Court hereby authorizes the Hearing Officer to hear and dispose of all matters pertaining to Protective Orders in East Carroll, Madison and Tensas Parishes.

2. Upon the filing of any petition alleging domestic abuse under Title 46 of the Louisiana Revised Statutes, the Clerk of Court shall file and assign the case pursuant to Appendix 9.3 allotment of civil proceedings. The Clerk shall then present the petition to the Hearing Officer who will then review the petition and grant or deny a temporary restraining order. Upon the granting of a temporary restraining order, the matter shall be fixed for hearing by the Hearing Officer on the next available date currently designated as child support court in each respective parish or at a date to be fixed by the hearing officer.

3. The Hearing Officer shall take testimony, make findings of fact, and render a decision. If no appeal is requested, the Hearing Officer shall approve and sign the appropriate Uniform Abuse Prevention Order and forward it to the Clerk of Court without delay. The Clerk of Court shall transmit the Uniform Abuse Prevention Order to the central registry by facsimile transmission as expeditiously as possible, but no later than the end of the next business day after the order is filed with the Clerk of Court.

4. Should any party request an appeal to the District Court, such appeal must be perfected according to the procedures set forth in this Appendix and Rule 34.2 and the parties shall be directed to the District Judge of the particular allotted division, where the appeal shall be heard as expeditiously as possible but no later than the next regularly scheduled civil motion day following the request for an appeal.

5. It is intended that the Hearing Officer shall fully exercise all powers and authority granted by law in connection with the Protective Orders, support, and support-related matters and nothing shall be construed to limit those statutory powers.

Rule - 33.0

Appendix - 33.0

Court-Specific Rules
Concerning Objections to
Recommendations of
Hearing Officers in Title
IV-D Matters

Title - IV **Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders**

Chapter - 34

Rule - 34.0

Appendix - 34.0

Court-Specific Rules
Concerning Hearing
Officer Procedures for
Domestic Violence
Protective Orders

Title - IV **Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders**

Chapter - 34

Rule - 34.2

Appendix - 34.2

Court-Specific Rules
Concerning Objections to
Rulings of Hearing
Officer or Domestic
Commissioner; Time for
Filing

Title - IV **Chapter Title - General Procedures for Hearing Officer Conferences**

Chapter - 35

Rule - 35.1

Appendix - 35.1

Court-Specific Rules
Concerning Failure To
Timely Comply with an
Appendix 23.0D Hearing
Officer Conference and
Information Order and/or
an Appendix 23.0B
Family Law Affidavit

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
Chapter - 35	
Rule - 35.4	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf
Appendix - 35.4	
Stipulation Form (form)	

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
Chapter - 35	
Rule - 35.5	
Appendix - 35.5	
Court-Specific Rules Concerning Objections to Hearing Officer Recommendations and Judgments of Domestic Commissioner	

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
Chapter - 35	
Rule - 35.7	
Appendix - 35.7	
Court-Specific Rules Concerning the Setting of Hearing Dates	

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
Chapter - 35	
Rule - 35.8	
Appendix - 35.8	
Court-Specific Rules Concerning Adoption of Hearing Officer's Recommendation as Temporary Order After Objection	

Title - V	Chapter Title - Adoption Proceedings
Chapter - 46	

Rule - 46.0

Appendix - 46.0

Court-Specific Rules
Concerning Filing of
Pleadings and Required
Exhibits in Adoption
Proceedings

Title - VI **Chapter Title - Litigation Filed by Inmates**

Chapter - 60

Rule - 60.2 <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.2.PDF>

Appendix - 60.2

Form IJR-1: Petition for
Judicial Review

Title - VI **Chapter Title - Litigation Filed by Inmates**

Chapter - 60

Rule - 60.4 <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.4.PDF>

Appendix - 60.4

Pro Se Prisoner-
Plaintiff’s Portion of the
Pre-Trial Order

Title - VI **Chapter Title - Litigation Filed by Inmates**

Chapter - 60

Rule - 60.7 <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7A.PDF>

Appendix - 60.7A

Application To Proceed
In Forma Pauperis Filed
in District Court

Title - VI **Chapter Title - Litigation Filed by Inmates**

Chapter - 60

Rule - 60.7 <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7B.PDF>

Appendix - 60.7B

Motion To Proceed In
Forma Pauperis on
Appeals/Writs

Title - VI

Chapter Title - Litigation Filed by Inmates

Chapter - 60

Rule - 60.8

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.8.PDF>

Appendix - 60.8

Appeal of Parole
Revocation